



September 23, 2011

JOB OPPORTUNITY

If you are seeking a challenging position, we have the ideal job for you.

CLASSIFICATION: RESEARCH PROGRAM SPECIALIST I/II

TENURE/TIME BASE: PERMANENT FULL TIME

BUREAU: CALIFORNIA RESEARCH BUREAU

MONTHLY SALARY: RPS I - \$4833 - \$5874
RPS II - \$5309 - \$6451
(salary will be adjusted accordingly to comply with the Personal Leave Program 2010)

SUMMARY: The Research Bureau was created in 1991 within the California State Library to provide policy research, analysis, and information services that are timely, objective, non-partisan and confidential. The Bureau's staff responds to and anticipates issues that are subject to legislative resolution, and address policy issues of statewide importance in an interdisciplinary, integrative manner. The Research Bureau works exclusively and directly for members and committees of the California Legislature, the Governor's Office, and other elected state Constitutional officials, in support of their responsibilities in proposing and evaluating legislation and public policy.

DUTIES:

Research Program Specialist I and II:

- Plans, organizes and manages research studies and program evaluations requested by public officials.
- Independently develops and utilizes appropriate research methodology, techniques, and procedures in assigned topics.
- Reads, understands, and is able to apply large amounts of relevant research.
- Uses computer software to carry out statistical and/or quantitative research.
- Evaluates the accuracy and validity of statistical data.
- Conducts research on multiple topics as requested by public officials.
- Compiles and interprets qualitative and/or quantitative information within a public policy context.
- Develops contacts within the policy and research communities.
- Writes correspondence in response to requests from public officials

- Prepares and makes formal presentations based on research.
- Prepares CRB research publications.
- Advises clients on issues related to policy development and formulation.
- Participates on tasks forces and advisory committees.
- Organizes and facilitates research seminars, forums, panels, and meetings.
- Attends appropriate conferences, hearings, and meetings that provide contacts and policy-related information.
- Follows developments in specific fields through contacts and appropriate readings.

The Research Program Specialist II performs these duties at the most highly skilled and complex level, and would serve as a prime resource person and innovator in his or her assigned subject matter area.

DESIRABLE QUALIFICATIONS:

- Ability to interact with elected officials and their staff.
- Ability to evaluate situations effectively and take appropriate action.
- Ability to communicate effectively both orally and in writing.
- Ability to act independently and have initiative.
- Ability to work with high-level state officials in a stressful high visibility environment.
- Able to work on multiple projects simultaneously.
- Able to handle appropriate criticism.
- Ability to travel and attend meeting on short notice.

KNOWLEDGE AND EXPERIENCE:

- Experience in writing research findings and work.
- Experience making public presentations.
- Experience using personal computers and software packages.
- Knowledge of research methods, techniques, application computerized models to research data; statistical and other methods used in the analysis and projection of data; survey methods and analytical techniques and operations research methods.
- Experience handling multiple projects with varying deadlines.

APPLICATION PROCESS:

Individuals who are eligible for a list appointment, transfer or reinstatement to this class should send an application to the California State Library, Human Resources Services, P.O. Box 942837, Sacramento, CA 94237-0001. Applications may also be delivered in person to the HRSO reception desk, Library & Courts Building II, 900 N Street, Suite 400. **All applicants must clearly indicate the basis for their eligibility in "Examination(s) or Job Title(s) for which you are applying" on the standard application form (STD 678). Applications will be accepted until filled. ALL APPOINTMENTS ARE SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY.** Applications will be screened and only the most qualified candidates will be interviewed. Any pending offer of employment that is not an intradepartmental lateral transfer or promotion will be subject to receiving hiring freeze exemption approval.

EQUAL OPPORTUNITY EMPLOYER